

# Tax Exemption Program

## Recertification Application Checklist – 2010

### Return this checklist & forms to:

Larry Fink, Coordinator  
Green Acres Tax Exemption Program  
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Web: [www.nj.gov/dep/greenacres](http://www.nj.gov/dep/greenacres)

### **For G.A. Use Only**

Date Received: \_\_\_\_\_  
Application Number: \_\_\_\_\_  
Complete: \_\_\_\_\_  
Incomplete: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Denied: \_\_\_\_\_  
Initials / Date: \_\_\_\_\_

Application # \_\_\_\_\_ Organization: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Location of Property:

Street Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

☐ 1. One (1) original *Further Statement* (Form F.S. Rev. April 2002), for each block and lot.\*

☐ 2. One (1) copy of the *Signed Cover Letter* sent to the Municipal Tax Assessor  
(same as item 1 in list at bottom of this page).

☐ 3. Map of property showing access points, parking, trails, etc. (aerial map preferred).

**NOTE: If there have been physical and/or use changes, or property ownership changes/dispositions, then the following items must also be submitted:**

☐ 4. One (1) original *Application for Recertification of Exemption From Real Property Taxes* (Form GAR-032).\* **Be sure to include** a detailed description explaining any changes to the property or its ownership.

☐ 5. One (1) original *Property Use Analysis* (Form GAR-033).

#### **Be sure to include:**

☐ (a) tax map(s) labeled to show property

☐ (b) municipal street map labeled to show location and public access points

☐ (c) recent, dated photo(s) of posted Green Acres Tax Exemption Program sign(s)

☐ 6. A copy of the recorded deed showing ownership of the property.

☐ 7. A copy of the current tax bill for each block and lot.

☐ 8. One (1) *Map* of the property showing any and all public access points, parking areas, roads, driveways, trails, and points of interest.

### APPLICANT / NONPROFIT ORGANIZATION MUST SEND TO MUNICIPAL TAX ASSESSOR:

1. Cover letter to Tax Assessor

2. Two (2) original *Further Statements* (Form F.S. Rev. April 2002), for each block and lot\*

\* DOCUMENTS MUST HAVE ORIGINAL SIGNATURES